

Site Preparation Checklist

Counseling and Testing Coordinators must complete this checklist for each site conducting rapid HIV testing prior to beginning testing. A copy of this document should remain on file for each site. Unless otherwise noted, page numbers referenced refer to Rapid HIV Testing Guidelines. See guidelines for additional details and resources.

Site name _____
Site address _____
(physical location) _____
Street _____

City _____ State _____ ZIP Code _____

Site manager _____

Phone number _____

Legal/Administrative (pp. 4 - 5)

☐ CLIA certification (Certificate # _____)

Safety: (p. 31)

Notes:

☐ OSHA/ Blood-borne Pathogen Compliance _____

Personnel Qualifications & Training (pp. 18 -21)

☐ Single-session counseling training (documentation on file) _____

☐ Rapid HIV test kit training (documentation on file) _____

☐ Phlebotomy certification (documentation on file) _____

Test Kit Storage (pp. 23, 27)

☐ Area secured against unauthorized access _____

☐ Temperature controlled/acceptable _____

☐ Thermometer located in storage area _____

☐ Temperature control log sheet posted _____

☐ Inventory procedures established _____

Control Unit Storage (pp. 23, 27)

☐ Non-food refrigerator _____

☐ Thermometer located on refrigerator shelf _____

☐ Temperature control log posted _____

Testing Area (pp. 8 - 9)

Notes:

- ☐ Separate from counseling area
- ☐ Secured against unauthorized access
- ☐ Confidentiality measures in place
- ☐ Thermometer near testing area
- ☐ Clock near testing area
- ☐ Testing area clean & well-lit
- ☐ Flat surface for undisturbed test kit processing
- ☐ Biohazard disposal (sharps and non-sharps)
- ☐ Step-by-step instructions posted (optional)
- ☐ Result pictures posted (optional)
- ☐ Universal Precautions posted (optional)

Materials

- ☐ Testing materials (Test kits, loops, stands, etc.)
- ☐ Phlebotomy materials (finger stick devices, bandages, etc.)
- ☐ Forms & Documents (CIF, lab slip, etc.)
- ☐ Protective gear (gloves, lab coats, etc.)
- ☐ Test kit and control unit package inserts
- ☐ Other: _____

Testing Process Verified

- ☐ Complete testing process “dry run” successful (p. 17)
- ☐ Personnel proficient with process, paperwork (appendices)
- ☐ Personnel familiar with confirmatory guidelines (pp. 15 - 16)
- ☐ Personnel aware of emergency procedures (Local guidance)
- ☐ Competency assessment completed (on file) (pp. 21 – 22)
- ☐ External control testing successfully completed (pp. 23 - 25)

Quality Assurance Plan (p. 4)

- ☐ Written QA plan completed (on file)

Notes:
